

## Using Commander

### Shortcuts

#### Topic Navigation

The four arrow keys on the keyboard can be used to navigate through the list of topics because they duplicate the functions of the four navigation buttons and menu items. The arrow keys work as follows:

Left Arrow: Moves to the first topic in the list.  
Right Arrow: Moves to the last topic in the list.  
Up Arrow: Moves to the previous topic in the list.  
Down Arrow: Moves to the next topic in the list.

#### Topic Text Scrolling

The Up and Down arrow keys on the keyboard can also be used to scroll the topic text window. Holding down the Command (⌘) key and pressing the Down arrow key will scroll the topic text downwards. Holding down the Command key and pressing the Up arrow key will scroll the topic text upwards.

By using the arrow keys on the keyboard, and making appropriate use of the Command key, you will be able to navigate through the topics, and read them without having to use the mouse at all.

#### Automatic Searching

Holding the Command (⌘) key down, and double-clicking on any word in the topic text area will initiate a search for that word. That is, double-clicking on a word (remember to hold the Command key down) is the equivalent of using the 'Find' menu item or button.

Holding down both the Option and Command (⌘) keys while double-clicking on a 4th Dimension command will initiate a search for that word. That is, double-clicking on a command (holding down Option & Command) will search for that command.

Note that this short cut will not work for 4th Dimension commands that are part of code examples. In such examples, the commands do not have the internal format to enable this type of shortcut—this is so that you can copy and paste these examples into your 4th Dimension procedures with the knowledge that they are syntactically correct.

### Buttons

'?': This button displays the Help information you are currently reading. This button operates as a toggle, so if you press it again you will be returned to the topic that you were previously viewing. Pressing any other key will return you to the previous topic you were viewing.

'Find': Allows you to specify some criteria to search for. A dialog box will be displayed in which you can type the word or phrase you wish to find. Note that it is the text in the main window that is searched, not the list of topics at the left of the window.

Click the 'Find' button to perform the search - the process will begin with the first topic in the list. The first topic to contain the word or phrase will be displayed. If no topic is found then Commander will Beep, and you will remain in the topic you were previously viewing.

'Find Again': The 'Find Again' button will allow you to find other topics containing the same word/phrase. The process will begin with the current topic, and will continue until another topic has been found, or until all the topics in the list have been searched.

'First': Takes you to the first topic in the list.

'Prev': Moves you to the previous topic in the list.

'Next': Takes you to the Next topic in the list.

'Last': Moves you to the last topic in the list.

## Menu Items

### File Menu

'Open List': This menu item shows the Commander window if you have previously closed (hidden) it.

'Close List': This will hide the Commander window if you wish to temporarily hide it from view.

'Auto Hide List': You can have the 'Auto Hide List' toggle turned on or off. When it is on a small check mark (tick) will be next to the word 'Auto' in the menu.

If 'Auto Hide List' is on, when you send Commander into the background (by bringing another application to the front), the Commander window will be automatically hidden. This means there will be less clutter on your Macintosh's screen.

When you bring Commander to the front again, the window will be automatically shown again.

'Quit': This menu item will Quit Commander , and return you to the Finder.

### Edit Menu

Most of the Edit Menu menu items have no meaning while you are viewing the various topics. However, you are able to Copy all or parts of any of the topics to the Clipboard.

If you wish to copy all of the text from the current topic, you can use the Select All menu item prior to using the Copy menu item.

### Navigate Menu

Most of the menu items in this menu are identical to the appropriate buttons in the topic window. See the appropriate descriptions above.

'Go Back' using this menu item will allow you to move back (sequentially) through the last 12 topics you viewed.